

Research Nurse

Consular Clerk

Public Health Administrative Management Specialist (T)

Public Health Administrative Management Specialist

Security Coordinator (T)

Security Coordinator

Financial Analyst (Two Positions) (T)

Financial Analyst (Two Positions)

FSN#2011/75

Research Nurse

OPEN TO: All Interested Candidates

POSITION: Research Nurse, FSN-9; FP-5 (Step 1 thru 4)

OPENING DATE: June 24, 2011

CLOSING DATE: July 7, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4)
Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Research Nurse in the Department of Virology, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6 Rajvithi Road, Bangkok 10400.

BASIC FUNCTION OF POSITION:

Participate in designing, planning and execution of clinical research to support infectious disease surveillance and clinical trials to support product licensure by the U.S. Food and Drug Administration (FDA). Serve as the principal agent to compile, organize and maintain regulatory documents relating to research conducted in coordination with collaborators.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post

“Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor of Sciences in nursing (licensed registered nurse); (2) Four years of nursing experience, of which two years have been spent specifically as a research coordinator involved in the conduct of clinical research; (3) Must be knowledgeable in Good Clinical Practices (GCP) and concepts of Quality Control and Assurance (QC/QA); (4) Level IV(Fluent) speaking/reading/ writing Thai and English; (5) Must have fundamental knowledge on computer systems and information management.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT AND LICENSED REGISTERED NURSE

****PLEASE DO NOT ATTACH PHOTO, IF YOUR PHOTO IS ATTACHED YOUR APPLICATION WILL NOT BE CONSIDERED****

CLOSING DATE FOR THE POSITION: JULY 7, 2011

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FSN#2011/77

Consular Clerk

OPEN TO: All Interested Candidates

POSITION: Consular Clerk, FSN-5; FP-9

OPENING DATE: June 24, 2011

CLOSING DATE: July 7, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-9
Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Consular Clerk, located at Wichayanon Road, Chiang Mai.

BASIC FUNCTION OF POSITION:

Performs tasks required for Nonimmigrant Visa (NIV) and routine American Citizen Services (ACS) processing, including applicant intake; application review and screening; data entry, photo capture, and fingerprint collection; printing and quality control; and preparing printed products and information packets for return to applicants. Maintains consular section records in accordance with Department instructions. Assists with public diplomacy and public information duties, including managing post's relationship with Summer Work Travel (SWT) program recruiting agencies.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Level IV (Fluent) speaking/reading/writing in English and Thai; (3) Must be able to type quickly and accurately (4) Able to use a variety of office machines (particularly computer program and peripherals such as scanners, printers, and digital camera. (5) Must be familiar with Microsoft office software i.e. Word, Excel.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JULY 7, 2011

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FSN#2011/78 (T)

Public Health Administrative Management Specialist

OPEN TO: All Interested Candidates

POSITION: Public Health Administrative Management Specialist, FSN-11; FP-4 (Trainee)

OPENING DATE: June 24, 2011

CLOSING DATE: July 7, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-4
Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Public Health Administrative Management Specialist in Behavioral Research Section, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Oversees the day-to-day management, administrative, financial and program coordination functions in support of a broad range of agency-funded HIV/AIDS research program activities that are implemented by specific program offices, branches or programmatic teams.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Master of Science in Public Health, Master of Public Administration, Master of Business Administration, Master of Public Health or Health Policy; (2) Two years of progressively responsible administrative experience in a public health field or a health-related international development organization of which one year of experience at the managerial level that includes direct supervision of staff; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) A thorough knowledge in financial management, human resources, procurement and contracting; (5) Ability to plan budget expenditures.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JULY 7, 2011

FSN#2011/78

Public Health Administrative Management Specialist

OPEN TO: All Interested Candidates

POSITION: Public Health Administrative Management Specialist, FSN-12; FP-3

OPENING DATE: June 24, 2011

CLOSING DATE: July 7, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-3
Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Public Health Administrative Management Specialist in Behavioral Research Section, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Oversees the day-to-day management, administrative, financial and program coordination functions in support of a broad range of agency-funded HIV/AIDS research program activities that are implemented by specific program offices, branches or programmatic teams.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Master of Science in Public Health, Master of Public Administration, Master of Business Administration, Master of Public Health or Health Policy; (2) Three years of progressively responsible administrative experience in a public health field or a health-related international development organization of which two years of experience at the managerial level that includes direct supervision of staff; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) A thorough knowledge in financial management, human resources, procurement and contracting; (5) Ability to plan budget expenditures.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JULY 7, 2011

FSN#2011/81 (T)

Security Coordinator

OPEN TO: All Interested Candidates

POSITION: Security Coordinator, FSN-6; FP-8 (Trainee)

OPENING DATE: July 1, 2011

CLOSING DATE: July 14, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-6
Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Coordinator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Manage the day to day activities of the 120 positions Local Guard Forces located at the facilities nationwide. Directly responsible for managing and coordinating training, special events, and responding to emergencies that entails liaison with Royal Thai Police, US Government agencies and Thai government officials.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website

(1) Completion of Secondary school or (M6) equivalent; (2) At least three years of military, police or private experience in security and guard related duties; (3) Level IV (Fluent) speaking/reading/writing in Thai and level III (Good Working Knowledge) speaking/reading/writing in English are required; (4) Must be skilled in guard related procedures; (5) Must be familiar with law enforcement procedure and method and basic security equipment use; (6) Must process a valid driver's license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JULY 14, 2011

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FSN#2011/81

Security Coordinator

OPEN TO: All Interested Candidates

POSITION: Security Coordinator, FSN-7; FP-7

OPENING DATE: July 1, 2011

CLOSING DATE: July 14, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-7
Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Coordinator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Manage the day to day activities of the 120 positions Local Guard Forces located at the facilities nationwide. Directly responsible for managing and coordinating training, special events, and responding to emergencies that entails liaison with Royal Thai Police, US Government agencies and Thai government officials.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website

(1) Completion of Secondary school or (M6) equivalent; (2) At least three years of military, police or private experience in security and guard related duties of which at least six months should have been in a supervisory capacity; (3) Level IV (Fluent) speaking/reading/writing in Thai and level III (Good Working Knowledge) speaking/reading/writing in English are required; (4) Must be skilled in guard related procedures; (5) Must be familiar with law enforcement procedure and method and basic security equipment use; (6) Must possess a valid driver’s license.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JULY 14, 2011

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FSN#2011/79 (T)

Financial Analyst (Two Positions)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Financial Analyst, FSN-9 (Trainee)

OPENING DATE: June 24, 2011

CLOSING DATE: July 14, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Financial Analyst in the U.S. Agency for International Development (USAID)/ Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the financial management expert and the Regional Controller's representative to Technical Teams for the regional and bilateral programs in Regional Development Mission for Asia (RDMA), Vietnam, and East Timor. The Financial Analyst also analyzes the institutional financial management, internal control, and audit capabilities of host country government ministries and local Non-Governmental Organizations (NGOs). The Financial Analyst periodically travels to project sites to provide assistance. RDMA and client post have an operational year budget of approximately \$200 million.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in accounting with a Certified Public Accountant (CPA); (2) At least four years of progressively responsible experience in auditing or accounting; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Must have a thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting, and reporting.

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CLOSING DATE FOR THE POSITION: JULY 14, 2011

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FSN#2011/79

Financial Analyst (Two Positions)

OPEN TO: All Interested Candidates (Thai Citizens)

POSITION: Financial Analyst, FSN-10

OPENING DATE: June 24, 2011

CLOSING DATE: July 14, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Financial Analyst in the U.S. Agency for International Development (USAID)/ Office of Financial Management (OFM), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the financial management expert and the Regional Controller's representative to Technical Teams for the regional and bilateral programs in Regional Development Mission for Asia (RDMA), Vietnam, and East Timor. The Financial Analyst also analyzes the institutional financial management, internal control, and audit capabilities of host country government ministries and local Non-Governmental Organizations (NGOs). The Financial Analyst periodically travels to project sites to provide assistance. RDMA and client post have an operational year budget of approximately \$200 million.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in accounting with a Certified Public Accountant (CPA); **(2)** At least five years of progressively responsible experience in auditing or accounting; **(3)** Level IV (Fluent) speaking/reading/writing in English and Thai; **(4)** Must have a thorough knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and accepted practices of governmental and business financial accounting, budgeting, and reporting.

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